

TOWN OF NEWINGTON

LIBRARY RENOVATIONS/ADDITION PROJECT BUILDING COMMITTEE

July 27, 2015

TOWN HALL –CONFERENCE ROOM L100

SPECIAL MEETING MINUTES

I. Call to Order – The meeting was called to order by staff liaison Jeff Baron at 6:00 PM.

II. Roll Call – Members present: Jim Marocchini (left at 6:50 PM); Dave Nagel; Laurel Goodgion; Maureen Lyons; LeeAnn Manke; and Steven Silvia. Others present: Members of the public; Dave Langdon, Director of Facilities Management; Lisa Masten, Library Director; and Jeff Baron, Director of Administrative Services. The members introduced themselves and stated their respective backgrounds.

III. Charge of the Committee – Mr. Baron read the charge, taken from the minutes of the Town Council meeting on May 12, 2015: Resolved, that the Library Renovations/Addition Project Building Committee is charged to work with the Town Manager (or his/her designee) and other appropriate Town staff in the oversight of renovations to the Lucy Robbins Welles Library, and shall do such work in accordance with Chapter 8, Article X (Project Building Committees) of the Code of Ordinances and Be it further resolved; that said Committee is charged to work in cooperation with the Town Hall Renovations Project Building Committee regarding the current Town Hall Renovations/Addition Project. Copies of Article X of the Code of Ordinances, which pertains to Project Building Committees, were distributed to each member present.

IV. Election of Officers – Mr. Marocchini suggested that the Chairperson be selected from among the members of the public that had been appointed to the Committee. Newell Stamm, Jr. was out of the country and unable to attend but had by e-mail indicated that he would be available for a Chairperson assignment. Ms. Lyons made a motion to nominate Newell Stamm, Jr. to serve as Chairperson of the Committee. A second to the motion was made by Ms. Manke. No other names were placed in nomination. Discussion: Mr. Stamm is a P.E. and had previously served as Chairperson of the Library Board. The motion passed unanimously by a vote of 6 YES to 0 NO. Mr. Baron agreed to take minutes for the Committee. A number of other Project Building Committees have also elected a Vice Chairperson to run meetings in the absence of the Chairperson. Mr. Marocchini made a motion to nominate Steven Silvia as Vice Chairperson. A second to the motion was made by Mr. Nagel. No other names were placed in nomination. The motion passed unanimously by a vote of 6 YES to 0 NO.

V. Public Participation - None.

VI. Preliminary Steps – Mr. Silvia chaired the meeting from this point forward. §8-45B of the Project Building Committee Ordinance directs the Committee to consult with the Library Board of Trustees to review the statement of needs and the proposed project location. It was confirmed that the Library Board anticipates that expansion would occur to the south of the current building. The Library Board has a Facilities Committee, and that Committee would like to re-assess the Library's needs before turning a needs statement over to the Project Building Committee. Mr. Silvia expressed interest in knowing what the Library's vision was, where they saw themselves 5, 10 and 20 years in the future. The Board's plan is based on the staff's plan of work. Needs have changed dramatically for technology, etc., over time, which is the reason for a reassessment of the needs. It was asked if the Board had discussed with the Town Hall Renovations Committee what the Library's needs are. Specific needs had not been discussed but the Board was aware that they would have to address the needs in concert with the Town Hall Renovations. Two members are on both Project Building Committees, and two staff members are liaisons to both Committees as well. Mr. Nagel noted that there were two public hearings scheduled for the Town Hall project, July 28th at 7:00 in the Town Hall auditorium and 10:00 am on August 3rd in the Senior and Disabled Center auditorium. Mr. Nagel also noted that once the statement of needs was developed, an estimate of the cost would also be needed. He wants the project to be a success. The estimates on the earlier design came in at roughly ten to eleven million dollars.

VII. Project Architect – §8-45C of the Project Building Committee Ordinance requires the Building Committee to recommend a firm of architects from among firms that respond to a Request for Proposals. The Town Council has set aside \$104,890.29 for any design, planning, or feasibility costs. Without a statement of needs it would be premature to start drafting a Request for Proposals. Any addition could be for one or both floors. The Committee could choose to consider a design-build concept.

VIII. Any Other Business Pertinent to the Committee – The Committee agreed that it would be best to schedule future meetings at 6:00 PM on either the 3rd or 4th Wednesday of the month, if possible. The question was raised if any assets would be revenue generating. All library programs, books/materials, and services are free. It was asked if the Board could identify any additional energy or resource requirements that fulfilling the statement of needs would require. The Committee wishes to continue the current practice of having public participation in two places on its agenda. Mr. Baron was directed to provide the Committee's minutes to both the Library Board of Trustees and also to the Town Hall Renovations Project Building Committee. He was also directed to provide the Town Hall Renovation Committee's minutes to members of this Committee that did not presently receive them.

IX. Public Participation – Iris Larsson, 41 Buckingham Street. She reiterated that it was a free library and stated her preference for an architect that specializes in libraries.
- Patty Foley, 51 Crown Ridge. She congratulated the Committee and felt it was a Committee that could bring out of the box ideas. The library is a living building that will continue to enhance the Town for some time to come.

X. Response to Public Participation – Mr. Silvia thanked the members of the public for their remarks. He views this as an opportunity to give something back to the Town.

XI. Adjournment – the meeting adjourned at 7:00 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services